



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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December 21, 2011

TO: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: William T Fujioka  
Chief Executive Officer

Lisa M. Garrett  
Director of Personnel

Wendy L. Watanabe  
Auditor-Controller

SUBJECT: **NEW GO-LIVE DATE FOR eHR PERSONNEL AND TIMEKEEPING  
SYSTEM**

This is to inform your Board that we are moving the target implementation date of the new Personnel and Timekeeping System (eHR) from January 2012 to April 2012. The eCAPS/eHR Advisory Committee (Committee), consisting of the department head, or their designee, from the Chief Executive Office, Chief Information Office, Auditor-Controller, Departments of Human Resources and the Internal Services, has oversight responsibility of the Project. On a regular basis, the Committee reviews development progress and implementation activities. Given the magnitude of this implementation and the impact it will have on all County departments and our employees, the Committee unanimously agreed that it will be more prudent to move the target date to April 2012.

The following are key factors to move the target implementation date:

- It will allow the Project Team ample time to conduct a conversion rehearsal and enhanced assurance of the new application in preparation for the upcoming transition;
- It will allow sufficient time for the Project Team to distribute necessary communications to all County employees and various labor unions on the new functionality of the application;
- It will allow for additional training to departments on the new application; and
- It will allow departments adequate time to assess the impact of the new application on their department operation and make necessary procedural changes.

As you know, this module of the eHR application replaces the 25-year old Countywide Timekeeping, Payroll, and Personnel System (CWTAPPS). When implemented, it will complete Phase III of the Countywide integrated eCAPS/eHR System Project (Project) and will provide two major additional features:

- **Item Control Countywide** – A new Item Control module (called Position Control in eHR), will track all County employees by Board-authorized position and will control the filling of department positions to the correct classification, within pre-approved budget allocation and available vacancies.
- **Employee Self-service** – This new module will allow employees to review their personnel information on-line, directly submit updates for processing and access historical information, such as pay statements or obtain a copy of their W-2 documents.

We have confirmed with the Project contractor that this action would not generate additional contract costs to the County.

The Project Team has provided periodic updates to your staff at the CEO's Operations Cluster Meetings and will continue to inform them of the progress and impacts to our employees. Please contact us if you have any questions, or ask your staff to contact Robert A. Davis at (213) 974-0385, or Ellen F. Sandt at (213) 974-1186.

WLW:WTF:LG:EFS:RAD:mv

c: Department Heads  
Superior Court Deputy Executive Officer